

Department of Commerce Personal Property

**Property Management Officer (PMO)  
Inventory Completion Certification Form**

Inventory End Date: \_\_\_\_\_

I, \_\_\_\_\_ (*Bureau PMO Name*), the Property Management Officer,  
for \_\_\_\_\_ (*Bureau Name*), certify that the 100% Personal Property  
inventory is complete as of \_\_\_\_/\_\_\_\_/\_\_\_\_. All items have been accounted for or  
reconciled in accordance with the Department of Commerce Personal Property  
Management Manual, dated October 2007. Current inventory listings were downloaded  
from the personal property management system to ensure the accuracy of this  
certification. CD-52s will be submitted to a Property Board of Review to investigate all  
items not found during this inventory.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Printed Name: Jennifer Jessup  
Property Management Officer  
Office of the Secretary